

## MINUTES

**MEETING OF:** LIBRARY BOARD OF TRUSTEES  
**DATE OF MEETING:** Wednesday, Nov. 19, 2014  
**PLACE OF MEETING:** Dove Library Boardroom  
1775 Dove Lane, Carlsbad CA 92011

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Approved:  
12/17/14 LA

### CALL TO ORDER:

Chair Hulsart called the meeting to order at 4:00 p.m.

### ROLL CALL:

**Present:** Trustees Bradley, Hulsart and Hinman  
**Absent:** Trustee Benson and Parsons

**Staff Present:** Heather Pizzuto, Library & Cultural Arts Director  
Suzanne Smithson, Deputy Library Director  
Chris Pickavet, Senior Librarian  
Keith Gemmell, Library Programs & Venues Coordinator  
Kim Tubbs-Nelson, Librarian  
Steve Didier, Senior Management Analyst  
Devin Castel, Senior Business Systems Specialist  
Debbie Jo McCool, Associate Analyst  
Nancy Blake, Temporary Office Assistant

Senior Librarian Chris Pickavet introduced Kim Tubbs-Nelson as a new librarian working in the Cataloging & Technical Services Division.

Senior Management Analyst Didier introduced Debbie Jo McCool as the new Associate Analyst and Nancy Blake as temporary office assistant.

### APPROVAL OF MINUTES:

The Board voted to approve Oct. 29 minutes as corrected [Note: A quorum of those attending the meeting in question was not present, action needed at next meeting]. One correction to the minutes was made for the date of the Friends of the Library holiday book sale, which begins Dec. 8.

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**LIBRARY REPORTS:**

The Board received the monthly library reports for Oct. 2014. Trustees commented on the popularity of Linguist Richard Lederer's program as well as the fire prevention display being a good idea as a yearly program.

**TECHNOLOGY REPORT (July-Sept. 2014):**

Senior Business Systems Specialist Devin Castel reviewed the quarterly statistics. He brought the Board up to date on efforts of the City's IT staff to work with the vendor of the recently installed wireless controller access points to fully capture log-ins. Despite the continued undercounting of wireless sessions seen in this report, combined wired and wireless use is up from the previous quarter. Also contained in his report was information on the use of wired computers, and increased activity systemwide on self-check machines.

Trustee Hulsart asked how many requests were received for technical assistance and who handles these requests. Deputy Director Smithson responded that classes and tutors are available in the library to help patrons with their technology needs.

**CAPITAL IMPROVEMENT PROGRAM PROJECTS UPDATE:**

Senior Management Analyst Steve Didier updated the Board on progress made during the interactive design workshops of Nov. 18-19. He reviewed the timeline for project milestones, noting the focus is to reach 50 percent design completion by the end of December. Plans will be previewed with City building and fire officials in December. Trustee Parsons representing the Library Board, and Arts Commissioner Joan Markovits, along with staff representing each facility comprise the Interiors Sub-Team which met for the first time earlier today. Group 4 Architects interior designer Andrea Gifford outlined the process for selection of finishes and furniture, and presented several options for floor coverings. Furniture, finishes and equipment will be addressed in January to February.

A workshop held Nov. 18 was attended by 24 enthusiastic teens providing input on teen spaces at both the Dove and Cole Libraries. Teen feedback included an interest in the continued availability of books as well as activities such as movie nights and gaming. Collaboration and work spaces with readily available technology support such as charging stations were also considered important. Teen feedback will be used by Group 4 to finalize the design of these spaces.

Trustee Bradley asked whether there would be an increase in the print collection. Library & Cultural Arts Director Pizzuto responded that it was likely the print collection would not increase, with new formats continuing to be introduced. The goal is to create flexible space that easily accommodates ongoing changes in the balance of various formats and collections.

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**State Library Reports -**

Senior Management Analyst Didier reminded the Board that typically the annual State Library Survey is due earlier in the fall and the Board approves the survey before it is submitted. However, the survey was released later than usual due to the State Library's focus on the developing statewide broadband consortium, and is due the first week of December. In addition, the national digital inclusion survey, which provides important data for the statewide broadband consortium effort, had a competing deadline. The Library can modify the data up until it's published. The survey will be presented at next month's meeting for the Board's action; any changes can then be communicated to the State Library. Trustee Hinman asked how the report was used. Library & Cultural Arts Director Pizzuto responded the data can be used to inform a variety of decisions; for example, recently data on certain position classifications supported the need to make an adjustment in order to attract well qualified candidates to a vacant position. The Library also uses the data to compare services with other jurisdictions and monitor general trends.

**DIRECTOR'S REPORT:**

A draft 2015 schedule for Library Board meetings was presented. Library & Cultural Arts Director Pizzuto brought the board up to date on the following:

**Staffing/Recruiting updates-**

Diane Bednarski was selected as Deputy Director and will begin on Dec 1, coming most recently from the Santa Monica Public Library. Library Assistant Mary Salvato is retiring in December after 35 years of service.

**Technology-**

The Library has been working with a consultant representing the State Library on evaluating infrastructure and equipment that will be necessary to participate in the statewide broadband consortium, CENIC, with the infrastructure upgrades being planned for the library redesigns. This will allow the Library and City IT to ensure local planning is consistent with requirements for participation in CENIC at a future time.

**Development and Training-**

Three library staff attended the California Library Association Conference in Oakland during the first week of November. While there, Library & Cultural Arts Director had the opportunity to tour seven libraries throughout the Bay Area with Group 4 Architects Jonathan Hartman and David Schnee to observe design elements similar to those being considered for Carlsbad.

Two librarians have submitted applications for the "Eureka! Leadership Institute," a statewide leadership program designed to foster new library leaders in California. This is a highly competitive, nationally recognized program. Applicants completed interviews in November; final selection will take place in December.

**FOUNDATION REPORT:**

No new report.

**FRIENDS OF THE LIBRARY REPORT:**

Representative Hulsart reminded the Board of the Better Book Sale beginning Dec. 8, 2014.

**NSDC GENEALOGICAL SOCIETY:**

Representative Marg Keely reviewed recent and upcoming activities of the Society. The next DNA meeting is Nov. 20 at the Cole Library. DNA experts will be available to assist participants in understanding their genealogical DNA testing. During the Cole Library remodel, the Society will move its meetings to the council chambers. Representative Keely announced other changes to the scheduling of future meetings.

**LIBRARY BOARD COMMENTS/ANNOUNCEMENTS:**

Acting on correspondence received from the City's Housing & Neighborhood Services Division, and by proper motion (Hulsart/Bradley) and vote, Trustee Hinman was designated as the board representative to serve on the Community Activity Grants advisory committee.

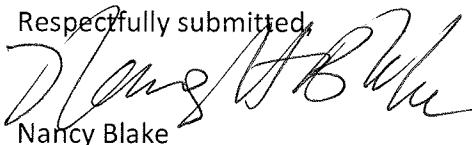
**PUBLIC COMMENTS:**

None

**ADJOURNEMENT:**

By proper motion (Hulsart/Bradley) and vote the meeting was adjourned at 5:00 p.m.

Respectfully submitted,



Nancy Blake

Temporary Office Assistant